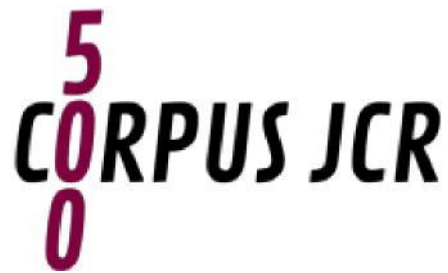


*The Junior Common Room  
of the College of Corpus Christi  
in the University of Oxford*



**Constitution**  
*As Ratified in Hilary Term 2017*

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## Part I – Introduction

### 1. Preamble

The Junior Common Room of the President and Scholars of the College of Corpus Christi in the University of Oxford is the collective body of the Junior Members of the College; it exists to further the experiences, interests and potential of all its Members, given that with great power comes great responsibility;

### 2. Definitions

In this Constitution, unless otherwise indicated:

**Academic year** means the period from the beginning of Michaelmas Term until the end of Trinity Term, according to the Full Term dates fixed by the University of Oxford;

**Battels** means the charges each Member receives each term, and from which the Levy and Charities Levy are collected;

**Charities Levy** means the Levy established by section 37, clause I;

**College** means the President and Scholars of the College of Corpus Christi in the University of Oxford;

**Committee** means the JCR Committee established by section 19, clause I;

**Committee Member** means a member of the JCR Committee established by section 19, clause I;

**Common Room** means the premises provided by the College for use by the JCR as a common room;

**Executive Committee** means the President, Vice-President, Treasurer and Returning Officer;

**Full Member** means a Member of the JCR who pays the JCR Levy;

**JCR** means the Corpus Christi College Junior Common Room, as established by section 3, clause I;

**JCR Mailing List** means the list of email addresses of all Members of the JCR;

**JCR Meeting** means a meeting to which all members are invited, at times set out by section 6, clause II;

**JCR Officer** means a member of the JCR holding a position entitling them to sit on the JCR Committee established by section 19, clause I;

**JCR Representative** means an elected or appointed member of the JCR;

**Levy** means the JCR Levy that all Members are expected to pay, as established by Section 4, Clause V;

**MCR** means the Corpus Christi College Middle Common Room;

**Member** means a member of the JCR;

**Ordinary Resolution** means a resolution passed by a simple majority of votes (excluding abstentions) cast by Members at a JCR Meeting, as established by section 15, clause VIII;

**Policy Document** means the document of the JCR established by section 17, clause VI;

**Referendum**, of which the plural is ‘referendums,’ is a general vote by the electorate on a single question that may or may not bind Officers;

**Secret ballot** means both a method of deciding an election using an online voting system of the Returning Officer’s choice or a method of resolving a Motion in a JCR Meeting/JCR Extraordinary Meeting using a paper system;

**Special Resolution** means a resolution passed by a two-thirds majority (including abstentions) of votes cast by Members at a JCR meeting

**Standing Orders** means the duties that all Members holding a JCR Office are to perform, as established by section 18, clause III;

**University** means the University of Oxford;

**Visitor** means either a member of another college of the University or the guest of a Member;

### 3. Name and Purpose

- I. There shall be an association called ‘The Junior Common Room of the President and Scholars of the College of Corpus Christi in the University of Oxford’ (hereinafter referred to as ‘the JCR’);
- II. The aims of the JCR shall be to promote the interests of its Members; to provide facilities and leisure activities for them; and to exercise their voice in the governance of the College;
- III. The JCR will endeavour in all cases to remain solvent, and it shall be the responsibility of the Treasurer to call an Extraordinary Meeting if this solvency is threatened, as established by section 7, clause II;
- IV. The JCR is committed to diversity and the eradication of inequality and as such will not discriminate on the basis of a Member’s sex, gender, age, marital status, sexual orientation, racial group, nationality, religion, or disability;
- V. The JCR will practise the above aims independent of any religious affiliation;
- VI. The property and income of the JCR:
  - a) Shall be used only for the promotion of the objects set out above. No money shall be paid or accepted by the JCR, directly or indirectly, except in good faith for the promotion of these objects;
  - b) Shall not be paid to any charitable organisation or purpose to which the JCR is not affiliated except when the property or income has been raised specifically for charitable purposes, as established in section 37, clause I;
  - c) Shall be owned jointly by all Members of the JCR, and administered by the President;
- VII. Subject to a plebiscite held every six terms, the JCR will be affiliated with the Oxford University Student Union (Oxford SU);
- VIII. The JCR may only affiliate with other organisations subject to a plebiscite, and any such affiliation shall only be valid for one calendar year;

### 4. Membership

- I. An individual is deemed to be a Member of the JCR if they are *in statu pupillari* or are a visiting member of the college;
- II. Every Full Member shall have the right to use the JCR facilities and to vote in all JCR Meetings, elections and referendums. They alone shall have voting rights;
- III. Any guest of a Full Member shall have the right to use JCR facilities as a Visitor of the JCR, but shall not have voting rights;
- IV. Any full JCR member not in statu pupillari will retain the right to vote in JCR elections. Any College member not in statu pupillari may gain permission to become a full JCR Member. An ordinary motion in a JCR Meeting is required, and they will be expected to pay the Levy.;
- V. All JCR members shall automatically pay the JCR Levy, but they shall be able to opt-out by contacting the Treasurer before the Sunday of 1<sup>st</sup> week of each term. Any Full Member who chooses to opt out of payment of the Levy will not be entitled to
  - a) Attend JCR teas;
  - b) Vote on monetary motions at JCR meetings;
  - c) Stand in JCR elections;

- d) Attend any dinners subsidised by the JCR;
  - e) Attend any events subsidised by the Entz budget;
- But they shall remain Members of the association, but not Full Members;
- VI. Any JCR Member who has opted-out of the JCR Levy shall remain opted-out for all future terms, but may choose to again opt-in to the Levy by contacting the Treasurer before the Sunday of 1<sup>st</sup> week of every term;
- VII. All Members have the right to cease to be a member of the JCR;
- VIII. Any Member wishing to leave the association must inform the Vice President of their wish by Saturday of 2<sup>nd</sup> week of every term;
- IX. Those Members who have left the JCR shall have the same right of use of the JCR as a Visitor;
- X. Any Member who has left the JCR but wishes to re-join may do so immediately by informing the Vice-President of their wish;

## 5. Interpretation

- I. The JCR shall consider this Constitution as the Founding Document of the JCR and use it to guide interpretation of the Standing Orders and the Policy Document;
- II. The President, Vice President, Treasurer and Returning Officer, in their capacity as the Executive Committee, shall determine all questions related to the interpretation of the Constitution, Standing Orders and Policy Document;
- III. If there is disagreement between the President, Vice-President, Treasurer and Returning Officer on an interpretation, the decision of the Returning Officer shall be upheld in the case of the Constitution, and the President's for the Standing Orders and Policy Document;
- IV. The JCR may overturn the interpretation of the Executive Committee by a Procedural Motion (as established in section 13) with a two-thirds majority vote;
- V. A Member may submit a question concerning the interpretation of the Constitution at any time except within a JCR Meeting to the Vice-President, who must:
  - a) Determine the question in consultation with the Executive Committee;
  - b) Set out a written record of the question to the Member and its determination;
  - c) Inform the next general meeting of the question and its determination, and table a copy of the written record to be annexed to the minutes of that JCR Meeting;
  - d) Insert the determination of the question into the appropriate section in the Policy Document;
- VI. When a question of interpretation arises within the JCR Meeting, the Executive Committee must:
  - a) Determine the question;
  - b) Direct the Secretary to record the question and its determination in the minutes of the JCR Meeting;
  - c) Add the determination of the question to the Policy Document;

## Part II – The JCR’s Affairs

### 6. The JCR Meeting

- I. The main organ and policy making body of the JCR is the JCR Meeting;
- II. JCR Meetings shall be held on the Sunday of the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> weeks of every full term, and shall begin between 7.30pm and 8.30pm;
- III. The Vice-President shall advertise each JCR Meeting one week in advance, and shall receive motions to be discussed until midnight on the Thursday preceding each JCR Meeting;
- IV. The agenda for each JCR Meeting shall be published by midday on the Saturday immediately prior to the JCR Meeting;
- V. Notice of JCR Meetings must be advertised or published via the JCR Mailing List;
- VI. The President shall Chair the JCR Meeting, the Vice-President shall act as Secretary, and the Returning Officer shall ensure that the Constitution is followed;
- VII. If the President is unable to Chair, then the Vice-President will deputise. The Vice-President will then nominate another Member to act as Secretary;
- VIII. If both the President and Vice-President are unable to Chair, then the Treasurer will deputise, and will nominate another Member to act as Secretary;
- IX. If the President, Vice-President and Treasurer are unable to Chair the JCR Meeting, then the Members present at a Meeting will elect a temporary Chair and Secretary by a simple majority;
- X. Meetings shall be considered quorate when there are twenty-five or more Members present. In Trinity term this number shall decrease to twenty;
- XI. If at any time the Meeting ceases to be quorate, the Returning Officer must request an adjournment of ten minutes for the purpose of gathering other Members to make the meeting quorate again. If the Returning Officer or a designate fail in this, the Meeting shall be dissolved, with all remaining business carried over to the following Meeting;
- XII. No JCR Meeting, election or referendum may bind a future JCR Meeting, except in accordance with provisions to amend the Constitution;
- XIII. No Motion may transfer power over the Treasury from the JCR Meeting to the Executive Committee;

### 7. The Extraordinary JCR Meeting

- I. An Extraordinary JCR Meeting may be called at any time within the Full Term by the President if requested by a Member who has collected thirty-five Members including their own in support of such a motion;
- II. An Extraordinary Meeting must be called if the Treasurer believes that a Motion passed in a JCR Meeting will result in the JCR becoming insolvent (the JCR shall consider itself insolvent when there is no money in the JCR Current Account):

- a) This Meeting shall not require thirty-five signatures, and shall meet on the Wednesday immediately after the JCR Meeting;
  - b) The Treasurer will bring a Motion requesting the repeal of all Monetary Motions passed in the previous JCR Meeting, each Motion requiring a separate Motion to repeal;
  - c) This motion shall be considered a Special Resolution, and therefore require two-thirds of a quorate meeting;
  - d) If the Motion passes, the Treasurer shall not be obliged to pay the sums of money in the Motion, and the JCR shall remain solvent;
  - e) If the Motion falls, then the Treasurer shall be obliged to pay the sums and the JCR shall be insolvent;
  - f) In the event of the JCR becoming insolvent, the President shall contact the SCR and request assistance in rectifying the situation;
  - g) The solution the SCR proposes shall be voted on at the next JCR Meeting, in a Special Resolution brought by the Vice-President;
- III. The time and agenda of an Extraordinary JCR Meeting shall be published at least twenty-four hours before it begins;
  - IV. The procedure for Extraordinary JCR Meetings will be the same as JCR Meetings, as established in section 9, clause I; with the exception of Officers' Reports, no minutes read from the previous meeting, and no poem;
  - V. The failure of the President to call an Extraordinary JCR Meeting within a forty-eight-hour time frame will lead to a motion of no-confidence being brought against the President by the Vice-President at the next JCR Meeting;
  - VI. An Extraordinary JCR Meeting requires the presence of at least five Members not on the JCR Committee to be considered quorate;

## 8. Motions

- I. All Motions must be proposed and seconded by Members;
- II. The President and Vice-President may not propose or second Motions, but may signal their approval of Motions;
- III. The Returning Officer may not propose, second, or signal their approval or disapproval of Motions, except where they believe Motions to be in contradiction of the Constitution;
- IV. The Vice-President must add any motion to the agenda backed by a petition of twenty Members, even if it is received after midnight on the Thursday before a JCR Meeting;
- V. The President shall have the right on discretion to admit any motion up until the JCR Meeting is declared officially open, even if it has not received twenty signatures as noted in section 8, clause IV;
- VI. A motion shall fall in the absence of its proposer and seconder unless they nominate a deputy and notify the Vice-President prior to the start of the JCR Meeting;
- VII. At the discretion of the Chair, deputies may be appointed upon reading the motion if one of the proposer and seconder not be present, with deputies appointed as below:

- a) Should only the proposer not be present, the seconder becomes the proposer and a new seconder is chosen from volunteers upon the reading of the motion;
  - b) Should the seconder be absent then a new seconder shall be chosen from volunteers upon the reading of the motion;
  - c) Should there be no volunteers to second the motion as outlined in (a) and (b), then the motion shall fall;
- VIII. The proposer may withdraw a motion provided that debate has not yet begun. Should debate be taking place and the proposer and seconder wish to withdraw the motion, acceptance of that withdrawal will be at the Chair's discretion;
- IX. Substantively similar Motions may not be proposed twice in one term, and not more than three times in one Academic Year;
- X. The Vice-President shall decide if a Motion is substantively similar to a previous Motion. This decision may be overturned by a petition backed by forty signatures of Members, received not less than forty-eight hours before the start of a meeting;

## 9. Course of JCR Meetings

### I. The agenda of the meeting shall be arranged as follows.

1. Report from the JCR President
  - This shall be an opportunity for the President to update the JCR on the running of the Committee, the work of the Committee and upcoming events planned by the Committee. This shall also be the opportunity for the President to update the JCR on the latest news from Oxford SU Council and other affiliated bodies;
2. Officers' Question Time
  - There will then be an opportunity for JCR members to question the conduct and activities of any Committee member;
3. Reading from the Poet Laureate
  - The Poet Laureate will then read out a short poem to delight the hearts and minds of the JCR members. Should the Laureate be absent, the President may appoint someone to read the poem at their discretion;
4. Ratifications from Previous Meetings
  - The minutes of the previous meeting will first be put to the JCR for ratification. If there is a clear majority on a show of hands, then the Chair may take this as ratification without the need for a count, provided that there is no objection from the floor. If there is an objection from the floor, then the vote will be carried out in the normal way, with a simple majority required for ratification;
  - Then, should a motion require the JCR to ratify decisions of previous JCR or Extraordinary Meetings, such motions will be read and put to the JCR;
5. Constitutional amendments
  - Shall be read and debated consistent with the procedures set out in section 9, clause II;
6. Motions of no-confidence
  - Should a motion of no-confidence be brought against a JCR Officer in accordance with section 9, clause II, the motion will now be read. If the motion is brought against the President or

Vice-President, then they must cede the Chair or the minutes respectively for the entirety of the motion;

7. Charities motions

- The Chair shall read out the numbers and titles of all Charities motions submitted to the meeting in sequence;

8. Monetary motions

- All motions that involve the expenditure of JCR funds shall be read and debated in accordance with section 9, clause II.

9. Motions as submitted

- Motions will then be debated in line with the Vice-President's agenda, in accordance with section 9, clause II;

10. Emergency motions

- Emergency motions submitted via petition or Presidential discretion will then be debated in accordance with section 9, clause II;

11. Other business

- Anything of interest to members that has not already been covered in the meeting may be discussed and voted on. The President may also set debate on topics which may come up in Oxford SU Council, but which will not necessarily require a JCR resolution;

II. All motions shall be read and debated in JCR Meetings with the following procedure:

1. The Chair shall read the full text of the Motion, except where a Procedural Motion explicitly does not require this;
2. The Chair shall announce the Proposer and Seconder of the Motion;
3. The Chair shall ask for Short Factual Questions to be directed to the Proposer;
4. Seeing no Short Factual Questions, the Chair shall ask for Debate to begin;
5. Seeing no Debate, or upon a successful Procedural Motion to Vote, the Chair shall direct the Returning Officer to conduct a vote;

10. Points of Order

I. A Point of Order is an appeal to the Returning Officer or Chair for clarification or a ruling on correct constitutional procedure during a JCR Meeting;

II. A Point of Order may be raised by raising one's hand and saying clearly 'point of order';

III. Points of Order have:

- a) Precedence over all other business, but they may not be raised during a vote, unless related to the conduct of that vote;
- b) Priority in the following order:
  - A request for a quorum count;
  - A request for a ruling from the Chair;
  - A request for Constitutional clarification, as set out in section 5, clause VI;
  - A request for a recount;
  - A move to censure a JCR member in a Meeting;

IV. All Points of Order, except those directed at the Chair, shall be directed at the Returning Officer;

## 11. Amendments

- I. Any JCR Member except the President, Vice President or Returning Officer may propose an amendment to a motion, provided they have a seconder;
- II. Amendments can only be brought during debate of a motion. If a member wishes to amend a motion, then they must ask for the motion to be debated;
- III. If the proposer of a motion accepts the amendment as friendly, that amendment automatically becomes part of the original proposer's motion;
- IV. If the proposer of the motion does not accept an amendment, the amendment is deemed as "hostile". A debate confined to the hostile amendment ensues; if the amendment is subsequently passed by a simple majority, then the amendment becomes part of the motion and the proposer and seconder of the amendment are now the proposer and seconder of the substantive motion;
- V. There can be no amendment to an amendment that is still being debated;

## 12. Declaring an Amendment Out of Order

- I. An amendment shall not be discussed or voted upon if the Chair declares it to be out of order;
- II. The Chair may, at their discretion, declare an amendment to be out of order if, in their opinion, it cannot reasonably be expected to have arisen in debate/discussion on the topic area with which the original motion was concerned or if they feel discussion of the amendment could bring the JCR into disrepute;
- III. The Chair must declare an amendment out of order if, on their refusal to declare it out of order, more than one third of those voting on it oppose its discussion via a procedural motion challenging the decision of the Chair;
- IV. The Chair must declare an amendment out of order if it would change the substantive nature of the motion, or if it would move that motion into another section of the agenda;
- V. The Chair must declare an amendment admissible if, on their ruling it to be out of order, two-thirds or more of those voting approve its discussion via a procedural motion challenging the decision of the Chair;

## 13. Procedural Motions

- I. Procedural motions have precedence over all other business except Points of Order, but may not be raised during a speech or a vote;
- II. There shall be the following procedural motions, listed in order of priority:
  1. That the status of a motion be changed, and thus it should be taken next (this may only be raised between motions);
  2. That the Chair's ruling, e.g. on amendments being out of order, be overturned;
  3. That the decision of the President, Vice-President, and Returning Officer on a Constitutional Question be reversed;
  4. That a motion not be put;
  5. That a motion now be put, (i.e. that the meeting now come to a vote on the motion in question and that debate is ended, with the procedure laid out in section 9, clause II);

- Should such a procedural motion be passed, often called a “move to a vote”, the Chair has discretion to take the points of the JCR Members who had their hands raised at the time that the procedural motion was passed;
- 6. That a motion should be taken in parts, to be specified by the proposer of a procedural motion;
- III. Every procedural motion must have a proposer and a seconder; debate shall be confined to one speech for the procedural motion and one speech against;
- IV. The Chair shall rule to accept or reject procedural motions, except for procedural motions which seek to overturn the Chair’s ruling which shall be put to vote according to the procedure laid out by section 9, clause II;
- V. The overturning of a Chair’s ruling requires a two-thirds majority. The outcome of other procedural motions shall be decided by a simple majority;

#### 14. Motions of No Confidence

- I. Any Member at any JCR Meeting may bring a Motion of No Confidence, provided that they can provide evidence of consistent breaches of Standing Orders by a JCR Officer, or evidence of another serious misdemeanour or felony;
- II. The Motion must be sent to the Vice-President before midnight on the Thursday before the JCR Meeting, and may not be brought as an Emergency Motion under any circumstances;
- III. Upon the receipt of the Motion, the Vice-President will inform the Officer of the Motion against them;
- IV. Due to the nature of the Motion, a Member may submit a Motion of No Confidence anonymously to the Vice-President, who will then bring the motion to the JCR, with the following conditions:
  - a) The Member must submit a completed Motion;
  - b) The Vice-President will announce to the JCR that the motion was submitted anonymously;
  - c) The Vice-President will be allowed to submit the Motion without a seconder;
  - d) The Member may submit a speech for the Vice-President to read in their place before the vote takes place;
  - e) The Vice-President shall not cede the minutes during this time;
- V. A Motion of No Confidence shall be considered a special resolution, and the vote will be conducted by secret ballot;
- VI. The Vice-President shall decide whether there is new evidence, and will inform the Member who submits the Motion if such evidence is insufficient for the Motion to be brought. This decision may be overturned by a petition of forty Members, received not less than 24 hours before the start of a JCR Meeting;

#### 15. Resolution of Motions

- I. Voting shall not take place on a Motion until, in the absence of a Procedural Motion to Vote, there are no Members wishing to speak on the Motion as identified by the Chair;

- II. The President, the Vice-President and the Returning Officer may not vote on any motion, and shall not be counted as members of the electorate for voting purposes;
- III. Voting shall be carried out by a simple show of hands conducted by the Returning Officer, unless a secret ballot is required in accordance with section 15, clause X or section 14, clause V;
- IV. The proposer of the Motion, and one other Member, may give a short concluding speech in favour or opposed to the Motion respectively before the vote takes place;
- V. If a motion requires a simple majority to pass, it shall pass if and only if the number of votes for it exceeds the number of votes against it and the number of abstentions and spoilt ballots;
- VI. If a motion requires a two-thirds majority to pass it shall pass if the number of votes for it is at least twice the number of votes against it;
- VII. All motions requiring the expenditure of JCR funds requires a two-thirds majority to pass;
- VIII. All motions concerning constitutional amendments requires a two-thirds majority to pass;
- IX. Ordinary Motions require a simple majority to pass;
- X. Any JCR Member may raise a Point of Order requesting a recount provided that they have the support of at least one other JCR Member;
- XI. Any JCR Member may propose a secret ballot as a method of resolution of motions that they deem controversial. In this case a secret ballot shall be used;

## 16. Mandates

- I. When the JCR has expressed its will by accepting any Motion, it shall be mandatory for all elected JCR Officers to give full expression to this policy at any meeting that they attend *ex officio*;
- II. As determined by the Returning Officer, a Motion's success or failure may be an explicit expression of JCR policy to be placed in the Policy Document as governed by section 17, clauses VI-VII, in which case it shall be mandatory for all elected JCR Officers to give full expression to this policy at any meeting they attend *ex officio*;
- III. The JCR may mandate any JCR Officer to vote in accordance with its wishes at any meeting that they attend *ex officio*;
- IV. The JCR may not mandate any Member who does not occupy a JCR Officer position; this includes the Equal Opportunities Representatives;
- V. JCR Officers are mandated to represent the JCR's interests within College and within the scope of their Standing Orders;
- VI. Failure of any JCR Officer to fulfil an explicit mandate conferred by a JCR Meeting in a full and timely manner may be considered a breach of that Officer's Standing Orders, and thus grounds for a Motion of No Confidence;

## 17. Referendums

- I. A referendum shall be called by the President if, and only if, the President is mandated to do so by an ordinary Motion of a quorate JCR Meeting;
- II. The result of a Referendum shall be binding on the JCR and JCR Officers, and shall have equal importance to a binding Motion;
- III. All referendums shall be conducted according to the same procedure as JCR elections, as established in section 31, clause I-IV;
- IV. All Members are entitled to vote in all binding referendums;
- V. The Returning Officer shall be responsible for conducting referendums;
- VI. The JCR shall have a Policy Document which shall contain within it enduring positions the JCR deems to be important;
- VII. Any motion that might be considered relevant to the Policy Document, as determined by the Returning Officer shall have a final element inserted into the Motion by the Vice-President, resolving to add the outcome into the Policy Document. This element shall be voted on separately from the rest of the Motion, and will require a simple majority;
- VIII. If the JCR wishes to remove or edit an element of the Policy Document, they may do so by an Ordinary Motion at any JCR Meeting;
- IX. The President may, at their discretion, organise non-binding ballots of JCR Members in order to gauge the views of the JCR;

## Part III - The JCR Officers, Committees, and Sub-Committees

### 18. JCR Positions

- I. To simplify the business of the JCR, it may delegate any part of its functions to appropriate Officers, positions, and committees;
- II. The JCR shall have the following permanent positions:
  - a) President;
  - b) Vice-President;
  - c) Treasurer;
  - d) Academic Affairs and Suspended Students Officer;
  - e) Access and Admissions Officer;
  - f) Accommodation Officer;
  - g) Arts Officer;
  - h) Black and Minority Ethnicities Representative;
  - i) Disabilities Representative;
  - j) Careers Officer;
  - k) Clubs and Societies Officer;
  - l) Domestic Officer;
  - m) Entz President;
  - n) Environment and Ethics Officer;
  - o) Equal Opportunities President;
  - p) International Students Officer;
  - q) Mental Health Representative;
  - r) Oxford SU Officer;

- s) RAG and Charities Officer;
  - t) Returning Officer;
  - u) Spectrum Representative;
  - v) Socio-Economic Liberation Representative
  - w) Tortoise Keeper;
  - x) Welfare Officer (Female)
  - y) Welfare Officer (Male)
  - z) Women's Representative
  - aa) Beer Cellar Representative;
- III. All holders of JCR positions as outlined in section 18, clause II shall be subject to the Standing Orders set out in the appendices to the Constitution;
  - IV. The President, Vice-President and Treasurer shall for legal purposes be considered the Trustees of the JCR;
  - V. The President and Oxford SU Officer shall have voting rights on Oxford SU Council, as shall a third delegate drawn from the Members that has expressed an interest in attending;
  - VI. If a third delegate cannot be found, then the Oxford SU Officer must co-opt either the Vice-President or the Treasurer to attend;

#### 19. The JCR Committee and Sub-Committees

- I. There shall be a JCR Committee consisting of the
  - a) President;
  - b) Vice-President;
  - c) Treasurer;
  - d) Returning Officer
  - e) Domestic Officer
  - f) Access and Admissions Officer
  - g) Entz President
  - h) Academic Affairs and Suspended Students Officer;
  - i) Accommodation Officer;
  - j) Careers Officer;
  - k) Arts Officer;
  - l) Clubs and Societies Officer;
  - m) Oxford SU Officer;
  - n) Environment and Ethics Officer;
  - o) Equal Opportunities President;
  - p) International Students Officer;
  - q) RAG and Charities Officer;
  - r) Welfare Officer (Female);
  - s) Welfare Officer (Male);
- II. Meetings of the JCR Committee shall ordinarily be Chaired by the President and the Vice-President shall act as Secretary;
- III. Should any member of the JCR Committee be incapacitated, the order of succession of the JCR Committee, for the temporary period until a by-election can be organised or if an Officer is absent, shall be as listed by section 19, clause I
- IV. The JCR Committee shall meet at least once every two weeks. The Vice-President will advertise the meeting a week in advance, and Officers invited to submit items for the agenda;

- V. The minutes from the Committee Meeting will be circulated around the JCR not more than one week after the Meeting, and this shall be done via email or via a post on the JCR Facebook group;
- VI. The JCR Committee shall have no power independent of the JCR Meeting;
- VII. No person may simultaneously hold more than one position on the JCR Committee;
- VIII. Committee Members will be obliged fulfil all the duties required of them by the JCR as expressed by their Standing Orders;
- IX. All Committee Members will be entitled to one priority Formal Hall pass per term for themselves and up to two guests;
- X. All Committee Members may attend the Committee meals, funded by the JCR, to take place once in Michaelmas Term and once in Hillary Term;
- XI. Consistent failure to follow the Standing Orders will result in the forfeiture of the rewards listed under section 19, clauses IX and X);

## 20. Ball Committee

- I. The Ball Committee shall consist of a President, Secretary and Treasurer;
- II. These three persons must be Members of the JCR or MCR at all times between their appointment and the ball being held;
- III. Individuals wishing to apply for the positions of Ball President, Secretary and Treasurer will be invited to apply to these positions by the end of 6<sup>th</sup> week in the Hilary term of the academic year before the proposed ball;
- IV. Applications will be on forms provided through the JCR and MCR and will be submitted to a panel consisting of the JCR and MCR Presidents, the JCR Treasurer, the previous Ball President (where possible), the Dean, the Domestic Bursar and the Assistant Deans. This Panel will be responsible for selecting the three individuals most likely to plan an enjoyable and profitable ball. The panel will assess applicants on the strength of their written applications and, if it is deemed necessary, will invite applicants to interview;
- V. It will be the responsibility of the Ball President, Secretary and Treasurer to table time for discussion at the JCR Meeting on Sunday of Second Week of Trinity term one year ahead of the planned ball. The composition of the request will involve regular consultation with the Dean and Domestic Bursar;
- VI. It will be the responsibility of the Ball President, Secretary and Treasurer to co-opt the remainder of a larger Ball Committee composed of members of the JCR and/or MCR no later than Michaelmas term following their appointment;
- VII. The Ball President, Secretary and Treasurer will ensure that at least one of them is present at all ordinary JCR Meetings between their appointment and the night of the ball itself. This person will be responsible for giving a verbal report on the progress of the ball at the beginning of the meeting, and will answer any questions from JCR Members concerning the progress of the ball;
- VIII. The JCR may mandate, through the passing of an ordinary motion, the President to bring a Motion of No Confidence against the Ball President, Secretary or Treasurer to the appointing panel at any point between the

appointment of these persons and the staging of the ball. If a motion of no confidence is passed in the JCR, the President shall be mandated to bring it to the appointing panel;

- IX. Unless explicitly contradicted by a motion passed by a two-thirds majority at a JCR Meeting, the JCR shall underwrite each Corpus Ball to the sum of £2000;

## 21. The Equal Opportunities Committee

- I. The Equal Opportunities Committee shall be chaired by the Equal Opportunities Officer and shall meet informally at least twice per term;
- II. There shall be members of the Committee to represent minority groups within the JCR. There will be six permanent positions:
  - Black and Minority Ethnicities (BME) Representative
  - Disabilities Representative
  - Mental Health Representative
  - Social-Economic Liberation Representative
  - Spectrum Representative
  - Women's Representative
- III. The Welfare Officer (Female) and Welfare Officer (Male) shall also be members;
- IV. The Equal Opportunities Committee shall be responsible for the provision of welfare and representation particular to all minority groups within the JCR;

## 22. Executive Committee

- I. The Executive Committee shall consist of the President, Vice-President, Treasurer and Returning Officer
- II. The Executive Committee shall meet informally on an *ad hoc* basis as deemed necessary;
- III. The express purpose of the Executive Committee includes, but is not limited to, coordination on the suspension of Committee privileges, discussion of Motions of No Confidence, discussion of the appointment of a new Returning Officer and discussion of the interpretation of the Constitution;
- IV. Failure of the Executive Committee to reply to a request from a JCR Member for information as to the discussions of informal Executive Committee meetings shall be grounds for Motions of No Confidence against all members of the Executive Committee except the Returning Officer;

## 23. Freshers' Week Committee

- I. The Freshers' Week Committee shall organise and run the Freshers' Week events in 0<sup>th</sup> week of Michaelmas Term on behalf of the JCR;
- II. The Freshers' Week Committee shall consist of the President, Vice-President, Treasurer, Access and Admissions Officer, Entz President, Equal Opportunities President, International Students Officer, Welfare Officer (Female) and Welfare Officer (Male), and any other Officers invited by the above committee;

III. The Freshers' Week Committee shall be chaired by the President;

#### 24. Resignation of a JCR Officer

- I. A JCR Officer, with the exception of the President and the Returning Officer, may resign their post by submitting a letter offering their resignation to the President. Once received by the President, the post is immediately vacated;
- II. The President may resign their post by submitting a letter offering their resignation to the Vice President, which is automatically accepted, with the post being immediately vacated;
- III. The President or the Vice President, in accordance with section 24, clauses I-II, must inform the Returning Officer immediately of the vacancy and the Returning Officer must organise a by-election in accordance with procedure established in section 25, clauses V and VIII;
- IV. Should a JCR Officer be elected to two or more incompatible posts, as defined in section 19, clause VII, they shall be deemed to have resigned from the position not prioritised as required by section 27, clause III and are not required to submit a formal resignation;
- V. The Returning Officer may resign their post by submitting a letter offering their resignation to the President, but the post, should the resignation be accepted, is only vacated upon the appointment of a new Returning Officer in accordance with procedure established in section 34, clause I;

### Part IV - Elections

#### 25. Timing

- I. Elections for the following JCR positions shall take place on Thursday of 7<sup>th</sup> Week in every Michaelmas Term, with the officeholder-elects, with the exception of the Treasurer, assuming office at midnight on Friday of 8<sup>th</sup> Week following their election:
  - President
  - Treasurer
  - Domestic Officer
  - Access and Admissions Officer
  - Careers Officer
  - Entz President
  - Environment and Ethics Officer
  - Equal Opportunities President
  - International Students Officer
  - Charities Officer
  - Welfare Officer (Female)
  - Tortoise Keeper
  - Beer Cellar Representative;
- II. Elections for the following JCR positions shall take place on Thursday of 3<sup>rd</sup> Week in every Trinity Term, with the officeholder-elects assuming office at midnight on Friday of 8<sup>th</sup> Week following their election:
  - Vice President

- Academic Affairs and Suspended Students Officer
- Accommodation Officer
- Arts Officer
- Black and Minority Ethnicities Representative
- Disabilities Representative
- Clubs and Societies Officer
- Mental Health Representative
- Oxford SU Officer
- Spectrum Representative
- Welfare Officer (Male)
- Women's Representative;

III. The Treasurer shall assume office at midnight on January 1<sup>st</sup> immediately following their election;

IV. The Equal Opportunities Committee representatives shall be elected posts, voted for by all members of the JCR. If no candidate is elected, then the Equal Opportunities President shall fill the position by default;

V. The term of office of all JCR positions shall be such that the next officeholder assumes their position on the equivalent day in the Oxford term in the following academic year, from the assumption of office set out in section 25, clauses I, II and III;

VI. Those Members elected in by-elections (as stated in section 25, clause VIII) shall assume their office immediately, and shall vacate their office at the time they would have had they been elected in accordance with section 25, clauses I and II;

VII. The President, Vice-President and Treasurer shall not seek re-election, and the Returning Officer may not serve for longer than one calendar year;

VIII. With the exception of section 25, clause VI, JCR Officers may seek re-election without limit;

IX. The Returning Officer must organise a by-election to take place within fourteen days of a JCR position not being occupied:

- a) The by-election must be held in full term. Should a position be vacated during the vacation period then the election must take place within ten days of Sunday of 1<sup>st</sup> week;
- b) Should there be more than one valid nomination, the contested by-election will be organised in the same manner as all other elections;
- c) If a post becomes unoccupied less than fourteen days prior to an already scheduled election, the by-election shall take place at the same time as these elections;

X. For a fortnight preceding and including the date of an election as established in section 25 clauses I, II and VIII, no Committee member or holder of JCR position otherwise may openly promote a particular candidacy using the budget, prestige or powers of their position, and this period shall be known as 'purdah';

## 26. Nominations

I. The Returning Officer shall advertise for nominations not less than ten days before the election takes place. The advertisement should include the Standing

Orders of the JCR position;

- II. Nominations for JCR elections shall close at sunset two days before the election;
- III. Any candidate who wishes to stand for a position must sign up in the JCR and send the Returning Officer an email detailing their intention. Candidates must also seek permission of their tutor, and confirm with the Returning Officer that they have done so;

## 27. Eligibility

- I. Only Members identifying as men may stand for the post of *Welfare Officer (Male)* and only Members identifying as women may stand for the post of *Welfare Officer (Female)*. All Members of the JCR may vote in elections for both posts;
- II. With the exception of section 27, clause I, any member of the JCR may stand for any number of positions;
- III. In the event of a JCR member standing for two or more mutually exclusive posts, they must inform the Returning Officer of their preferences prior to the beginning of the count;
- IV. Should a current JCR officer be elected to a second Committee post, they shall automatically resign from their current post when they take up their new position;

## 28. Re-Open Nominations (RON)

- I. For each JCR Committee post, a choice to “Re-Open Nominations” (RON) shall be available;
- II. For the purpose of counting, RON shall be deemed a candidate;
- III. If the election is won by RON, the Returning Officer is obliged to follow the procedure illustrated in section 25, clause VIII until the position is filled;

## 29. Electioneering

- I. Candidates shall be allowed to produce publicity material as follows:
  - a) All candidates for the position of President, Vice-President, Treasurer, Domestic Officer, Welfare Officer (Female) and Welfare Officer (Male) are required to produce a short, one-page manifesto that will be circulated by the Returning Officer to the JCR and MCR before hustings, and all other candidates may do so at discretion;
  - b) Manifestos must be sent to the Returning Officer at least forty-eight hours before the relevant hustings begin. It shall be the responsibility of the Returning Officer to distribute these documents, marked to show approval by the Returning Officer, by email before voting begins, and it shall be the responsibility of candidates to distribute paper copies at hustings once approved by the Returning Officer;
- II. Candidates may not mention other candidates in their publicity material and may not make false, misleading, offensive or libellous statements, and enforcement thereof shall be the responsibility of the Returning Officer;

- III. No JCR Member may remove, deface or obscure candidates' publicity material except the Returning Officer in the event that such materials have been deemed to breach these constitutional rules;
- IV. Candidates shall be entitled to finance from the JCR to fund their campaigns, within strict limits established by the Returning Officer;
- V. Bribery or intimidation of voters, activists, or candidates shall be deemed an electoral offence as determined by the Returning Officer;
- VI. Violations of electoral procedure established in section 25, clause X, and other procedure established by Motions of a quorate JCR Meeting, shall be deemed an electoral offence as determined by the Returning Officer;
- VII. Bribery or intimidation of the Returning Officer shall be deemed an electoral offence as determined by the President;
- VIII. Either the Returning Officer or President may order a particular election to be repeated in the case of electoral offences; either the Returning Officer or President may also order the removal of candidacy for a period of one calendar year subject to the approval of the Dean;

### 30. Hustings

- I. Hustings for all JCR positions shall take place the evening prior to any JCR elections, except by-elections, and must begin between 7.30pm and 8.30pm;
- II. Hustings for all JCR by-elections shall take place the at an appropriate time during the day prior to the by-election;
- III. Hustings shall be chaired by the Returning Officer. The President will deputise if the Returning Officer is unavailable;
- IV. Hustings shall be publicised alongside the publicising of the elections; each member of the JCR is entitled to attend hustings and to put questions to candidates;
- V. Each candidate will be given the opportunity to make a speech, subject to a time limit determined before the hustings and determined by the Returning Officer. The Chair must ensure that the order in which candidates answer questions changes for each question and over the course of the hustings does not provide any advantage or disadvantage to any candidate;
- VI. Following the speech, JCR members may ask individual candidates questions about either their husts or manifestos;
- VII. Following this period, all questions must be directed towards all candidates, and each candidate must be given an equal opportunity to speak. The Chair shall have the right to rule out of order any question that they deem to be irrelevant, offensive or implicitly aimed at a particular candidate. This ruling can be overturned by a two-thirds majority of those JCR members present;
- VIII. It is the responsibility of the Chair that each candidate as far as possible is heard in silence. The hustings must be conducted in a fair and orderly fashion. Should any JCR member continually interrupt proceedings, the Chair has the right to censure the member and ask them to leave the hustings;

## 31. Polling

- I. All JCR elections and referendums will be organised using the single transferrable vote (STV) with Droop quota system;
- II. The Returning Officer must inform the JCR by email about the format of a JCR election or referendum five days in advance of the poll. The poll shall be conducted either online or on paper, subject to the discretion of the Returning Officer;
- III. In the event of an electronic ballot:
  - a) The order of the names of the candidate shall be set to randomise;
  - b) Polling shall take place between 8am and 8pm;
  - c) Anyone may view the voters' register on submission of a request to the Returning Officer, provided that:
    - a) They are a Member of the JCR;
    - b) It is viewed in the presence of the Returning Officer;
  - d) Any unauthorised interference with the online voting system shall be considered electoral malpractice and reported to the Dean;
  - e) It shall be the duty of the Returning Officer to ensure the accuracy of any JCR election results obtained by online voting;
  - f) Should the result of an election be a tie, the election shall be re-run;
- IV. In the event of a paper ballot:
  - a) The Returning Officer shall appoint five scrutineers to aid at the count and the Returning Officer with their duties;
  - b) The order of the names of the candidates on the ballot paper shall be determined by lots in the presence of the Dean;
  - c) Polling shall take place between 8am and 8pm;
  - d) The ballot box must not be left unattended at any time. Any damage to the ballot box shall be reported to the Returning Officer immediately;
  - e) Scrutineers shall sign the list at the ballot box prior to issuing any ballot papers, and shall write down the number of the first ballot paper which they issue;
  - f) Scrutineers may request identification from a voter before issuing them with a ballot paper;
  - g) A voter must sign the Voter's Register before taking their ballot paper;
  - h) Voting by proxy is not permitted;
  - i) The room in which the ballot box stands shall be defined as the "polling area", within which there shall be no materials, other than those authorised by the Returning Officer, exhibiting the name of any candidate or any issue of a political nature;
  - j) No person(s) within the polling area may attempt to influence voters;
  - k) Anyone may examine the voters' register, provided:
    - 1) They are a member of the JCR;
    - 2) The Voters' Register remains within the Polling Area and the scrutineers sight at all times;
    - 3) The Register is returned to the scrutineer if a voter is waiting to sign it;
  - l) To be valid, a ballot paper must bear the signature of both the Returning Officer and the scrutineer on the ballot paper. Scrutineers shall not sign the ballot paper in advance of it being required;

## 32. Electoral Count Procedure

- I. The Returning Officer shall use the automatic vote counting system of their choice to calculate the winner of the election in the event of an electronic ballot;

- II. In the event of a paper ballot;
  - a) The Returning Officer and/or an appointed deputy shall count the ballot papers;
  - b) Any JCR Member may scrutinise the count, provided that they are not standing for election;
- III. Following the conclusion of the count of an electronic ballot, the Returning Officer shall make an official declaration of the result by 22:00 in the Beer Cellar, and shall send the results to the JCR via email by midnight
- IV. Following the conclusion of the count of a paper ballot, the Returning Officer shall make an official declaration of the result by 22:00 the following day in the Beer Cellar, and shall send simultaneously send the results to the JCR via email

### 33. Counters and Scrutineers

- I. Every candidate shall be entitled to send a representative to scrutinise the count on their behalf, this representative not also being a candidate;
- II. Candidates standing for election are not entitled to be present at the count;
- III. All those present at the count shall be entitled to observe the entire process without impediment and may at any time call the Returning Officer's attention to any aspect of the count with which they are unhappy;

### 34. The Returning Officer

- I. The Returning Officer shall be appointed by the President, on the explicit recommendation of the current Returning Officer, by no later than the start of Full Term in Trinity Term;
- II. The JCR Meeting of Sunday of 2<sup>nd</sup> Week in Trinity Term, and no other JCR Meeting, may choose to reject the Returning Officer candidate appointed by the Executive Committee by the procedure established for Motions of No-Confidence;
- III. The Returning Officer, at the next JCR meeting after an election, shall report to the JCR on the details of the election, and shall answer any questions put to them in this regard;
- IV. The Returning Officer may vote in any JCR election or referendum, but must otherwise observe strict neutrality in all matters pertaining to the election or referendum;
- V. In the event of the Returning Officer being unable to conduct an election, because they are standing in that election or otherwise, deputy Returning Officers will be ratified at the JCR meeting preceding the election;
- VI. If there is not a JCR meeting before an election, the President will ask for two volunteers, both members of the JCR but not members of the JCR Committee, to take over the running of elections at the close of nominations. If there is only one volunteer, they may run the election by themselves;
- VII. If there are more than two volunteers then a random ballot drawn by the Vice-President will decide the two volunteers to run the election;
- VIII. If there are no volunteers, then the Oxford SU Officer shall run the election;

- IX. The Returning Officer shall provide constitutional guidance at every JCR Meeting and shall have the right to rule a motion inadmissible on constitutional grounds;

## Part V - Finances

### 35. The JCR Bank Account

- I. The JCR shall have a bank account, known as the “JCR Current Account”
- II. The Treasurer and President shall be co-signatories on the JCR Current Account. In the event that one of them cannot be a co-signatory, the Vice-President will be a co-signatory. If the Vice-President also cannot be a signatory, then the Executive Committee will nominate a co-signatory;
- III. The funds of the JCR shall be administered primarily through the JCR Current Account, and the termly grant will be paid into it;
- IV. The Treasurer and President shall ensure that expenditure from this account is appropriate for the purpose of representing and furthering the interests of Members as specified in section 3, clause II;

### 36. The Levy and JCR Funding

- I. The level of the Levy shall be set by the Treasurer at the third meeting of every Trinity term by means of a Special Resolution, and shall be valid for one year;
- II. If the Treasurer does not bring a Motion, then the Levy shall be set at the same level of the previous year;
- III. The Treasurer may propose other levies as an additional means of funding the JCR, which must be passed by two consecutive JCR Special Resolutions. This levy shall be known as an Additional Levy, and shall only be valid for one term's Battels;
- IV. If a Member wishes to opt-out of this Additional Levy they may do so in the same manner as they would the Levy. This will be considered opting-out of the JCR, and result in the same forfeitures as in Section 4, Clause V above;

### 37. The Charities Levy

- I. The Charities Levy shall be set at the third JCR Meeting of every Trinity Term by the RAG and Charities Officer by means of a Special Resolution, and shall be valid for one year;
- II. If the RAG and Charities Officer does not bring a Motion, then the Charities Levy of the previous year shall be cancelled;
- III. The Charities Levy shall be the sole fund from which the JCR may donate to registered charities;
- IV. Charities Motions brought to JCR Meetings that require expenditure must be passed as Special Resolutions and the expenditure will come from the amount raised by the Charities Levy;

- V. The Charities Levy shall only be payable to charities that have been registered with relevant authorities;
- VI. Any Member may opt out of paying the Charities Levy at any time, without forfeiting their rights as in Section 4, Clause V above;

### 38. The Termly JCR Budget

- I. The Treasurer shall present the budget for the JCR at the beginning of each term. This shall be in the form of an Ordinary Resolution;
- II. Each Officer is mandated to control their own budget, staying within the budget approved by the JCR;
- III. If the JCR wishes to make payments not provided by termly budgets, then such payments shall be made following an appropriate Motion, and an Officer must be mandated to do such spending;
- IV. All monetary Motions (except as in I above), shall be passed by a Special Resolution (i.e. requiring two-thirds);

### 39. Auditing and Transparency

- I. The Treasurer shall present all JCR Accounts for auditing before the end of every Michaelmas Term. They shall ensure that the accounts are professionally audited for the year ending December 31<sup>st</sup> and published annually in the JCR in the following Michaelmas Term;
- II. The JCR Accounts shall be available on request for all Members to view at any time;

## Part VI - Amendments

### 40. Amendments

- I. This Constitution may be amended as follows:
  - a) The Constitution may be amended by the Special Resolution of any Member submitted before the midnight of the Thursday before the JCR Meeting, and may not be amended by emergency motion;
  - b) An amendment shall be required to pass at two consecutive JCR Meetings by a two-thirds majority;
  - c) Creation/repeal of a JCR position requires a change to the Constitution and therefore requires a Special Resolution be passed at two consecutive JCR Meetings, and the position will be deemed to exist at the end of the second meeting;
  - d) The appendices to the Constitution may be amended by an Ordinary Resolution passed at a single JCR Meeting;
- II. Additional appendices may be made/removed to/from the Constitution by means of a Special Resolution passed at two consecutive JCR Meetings;
- III. All previous constitutional materials are expressly revoked upon the ratification of this document by plebiscite and by the Governing Body;